



Asbestos Planner

Reports to: Senior Compliance Coordinator

The part I play at Bromford Flagship LiveWest to enable people to thrive is:

To support and assist the Compliance Team in managing out-sourced services primarily relating to Asbestos, by providing administration for contract procurement, mobilisation and management.

I issue asbestos survey requests for void, responsive and planned works together with maintaining databases with the data collated through these processes. I liaise with contractors and central services to ensure works are carried out efficiently and with minimal disruption to our customers.

I action enquiries in a timely manner and openly communicate to all involved parties throughout my processes to support the delivery of outstanding customer service and to keep our customers safe in their homes.

My skills and experience include:

I have experience in social housing maintenance services, with a proven track record of excelling in customer service.

My strengths lie in robust communication and exceptional organisational skills, enabling me to thrive in high-pressure environments while consistently meeting tight deadlines.

The required qualifications for my role are to have five GCSEs graded A-C or equivalent, together with a full valid UK driving license.

The skills I will develop include:

I will widen my technical knowledge in the management of Asbestos working with Contractors, our Compliance Manager (Asbestos) and formal training courses.

I will build on my existing Housing Sector knowledge and continue to enhance my customer service skills in line with our company values.